

Listing Number: 476-13-03
Salary: \$36,000

Opening Date: 11/26 /12
Closing Date: Until Filled
(Agency Use): _____

STATE AGENCY
JOB VACANCY NOTICE

POSITION TITLE: Administrative Tech. III CLASSIFICATION #: Group A13 / 0154

AGENCY: Texas Racing Commission ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754

WORK LOCATION ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754

REFER TO: _____ By Appointment: Yes X No ____ TELEPHONE: 512 833-6699

NUMBER OF OPENINGS: 1 DURATION: Regular XX Seasonal/Summer Job _____
Temporary _____ Will terminate on _____

MERIT SYSTEM: YES X NO _____ Part Time ____ Hours/Week 40

TYPING: YES X NO ____ W.P.M. 40 No more than 3 errors SHORTHAND: YES ____ NO X W.P.M. ____

TEXAS DRIVER'S LICENSE: YES X NO ____ Operator X Commercial ____ Chauffeur ____

TRAVEL REQUIRED: YES X NO ____ SHIFTS: 1ST ____ 2ND ____ 3RD ____ ROTATING ____

POSTING APPROVED BY: _____ DATE: _____
Executive Secretary

GENERAL DESCRIPTION:

Performs moderately complex, administrative and technical support for the agency Racing Oversight Division. Performs a variety of technical-administrative duties including maintaining filing systems, disseminating information, and general administrative support work. Provides permanent back-up for reception telephones. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

Examples of Work Performed

- ◆ Maintain centralized filing system for Racing Oversight Division.
- ◆ Assist management with daily correspondence and inquiries.
- ◆ Assist with routine and non-routine open records requests as necessary.
- ◆ Provide assistance answering telephones, routing incoming calls, greeting visitors, and directing visitors to the appropriate staff.
- ◆ Distribute statistical reports.
- ◆ Coordinate travel arrangements for Racing Oversight Division staff as needed..
- ◆ Prepare travel vouchers.
- ◆ Analyze and perform data entry of Criminal History Information.
- ◆ Handle routine and special correspondence.
- ◆ Assists with preparation of division's operations manuals.
- ◆ Perform related work as assigned.

Experience and Education

Graduation from a standard senior high school plus two years of college. (Two years of appropriate experience may be substituted for college course work.) Experience in office practices and administrative support work.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of office practices and administrative procedures.
Skilled in standard office and PC equipment and software.
Advanced oral, written, and verbal communication skills.
Ability to be flexible, prioritize workloads, and manage multiple tasks and meet deadlines.
Ability to establish and maintain effective working relationships with staff, industry personnel, other State agencies, and vendors.

DISCLOSURE:

All Commission employees must undergo a criminal history background check. The Texas Racing Act contains additional provisions that set out causes for rejection of employment. (Will be provided upon request.)

HOW TO APPLY:

Submit a State of Texas Application for Employment referencing the above position number and title to: Texas Racing Commission, Attention: _____ P. O. Box 12080, Austin, TX 78711-2080. You may request an application from the Commission office at 8505 Cross Park Drive, Suite 110, Austin, TX 78754, phone (512) 833-6699, fax (512) 833-6907 or visit our web site at

<http://www.txrc.state.tx.us>. Resumes may be submitted in

addition to but not in lieu of the employment application.